nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NBS End User Training: Payables Bank Setup User

Student Guide

Table of Contents

NIH Payables Bank Setup User: Course Overview

Chapter 1

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NIH Payables Bank Setup User: Course Overview

Track 2 End User Training
August 28, 2003

Course Objectives

- Overview of the NBRSS and NBS

- Overview of the Supplier Table

- Entering ACH Information in the NBS

- Important Dates and Activities

Page 1

Agenda

Training Guidelines

1. Ask Questions

2. Cheating is encouraged

3. Don't let me get ahead

4. Have fun!

Page 3

Accessing Oracle via the NIH Portal

Accessing Oracle via the NIH Portal

➢ Oracle is a web-based application available via the NIH Portal

➢ NIH Portal website: **http://my.nih.gov**
  ▪ To Log on use your:
    ▪ NIH Domain
    ▪ User Name
    ▪ Password
  ▪ For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).

➢ Add the Budget & Finance Community, which is the page where the Oracle application resides

Page 4

Logging in to the NIH Portal

Logging in to the NIH Portal

NIH Login

1. Select your domain: NIH [dropdown] Which domain should I select?
2. User name: paulsa
   Password: ●●●●●●●● Change Password

[Log in]

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments to tasc@nih.gov or call 301-594-6248

CIT

Page 5

Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at http://my.nih.gov. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357)

- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.

    - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select? link for assistance.)

    - Enter your **User name**.

    - Enter your **Password**.

    - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

Adding a Community to your NIH Portal View

What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the "**Communities**" tab and select "**Edit Your Memberships**".
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click "**Add to my Memberships**". (You may need to select your default community.)
- Click "**Finish**". The subscribed community will now appear in the list on your "Communities" Tab every time you access the portal.

Questions

Questions?

NIH Payables Bank Setup User: Course Overview

How to Use the Manual

Chapter 2

How to Use the Manual

Track 2 End User Training
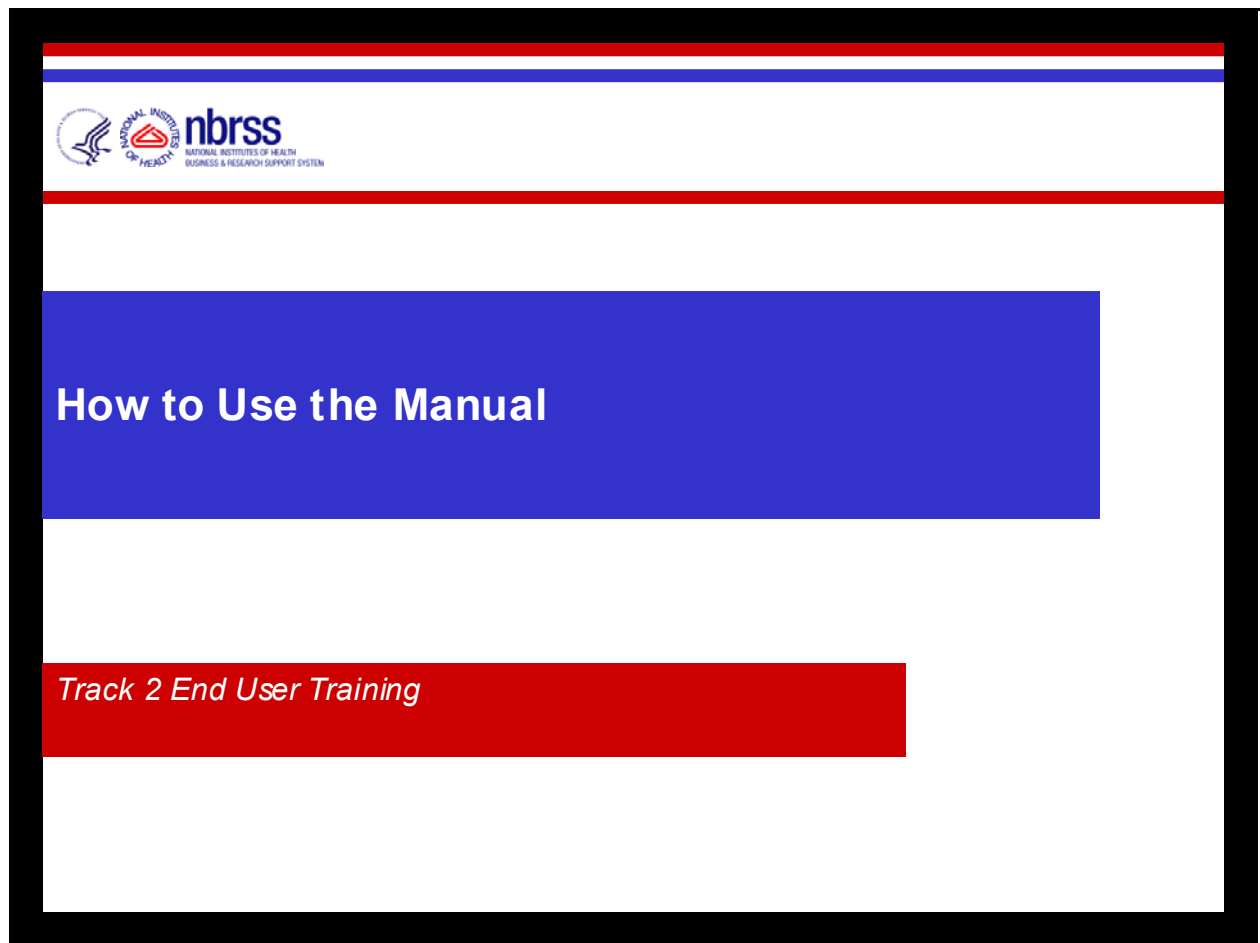
How to Use the Manual

> **Each Student Guide contains a Table of Contents**

Table of Contents

Page 1

How to Use the Manual

How to Use the Manual

The screenshot contains the following content:

How to Use the Manual

➢ The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

New Customer Addition Request Process

New Customer Addition Request Process

IC Enters Request

Travel Planner searches for existing sponsor record

Travel Planner downloads Customer Addition Request form from the NIH Travel Portal Page

Travel Planner completes the form and emails it to the NBRSS Customer Requests Mailbox

OFM Processes Request

1. Access request
2. Search for Existing Customer
3A. Enter Request   3B. Reject Request
4. Inform Requestor
5. Move Request

Page 8

All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

Page 3

How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in "Navigation" documents.

Navigations:
1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

Entering a New Customer

Purpose
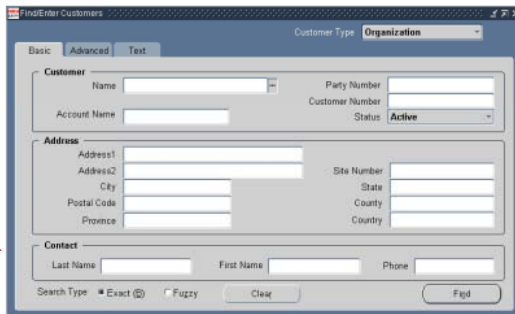
The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry
N > Customers > Standard
Find/Enter Customers

Page 4

How to Use the Manual

➢ Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry ⬅———————	*Oracle Responsibility*
N > Customers > Standard ⬅———————	*Navigation Path*
Find/Enter Customers ⬅———————	*Screen Name*

➢ Navigation Boxes are always followed by a screen shot of the window you will navigate to.

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How to Use the Manual

How to Use the Manual

New   OK   Cancel

If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

Goto task #1.

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**.

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.
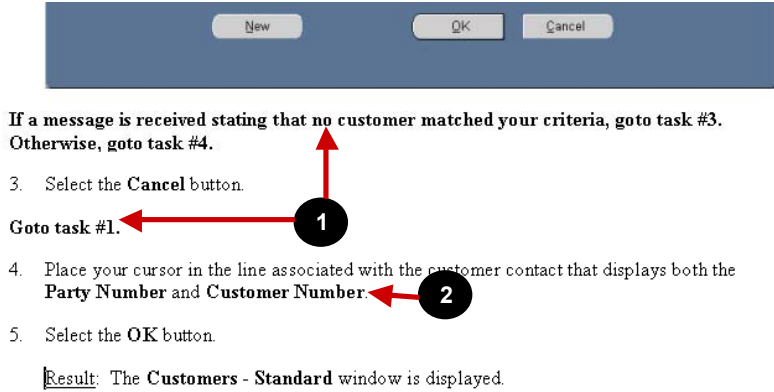
1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold** font indicate a field, window, or button name

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How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values

7. Enter the city name in the **Site Name** field.

8. Enter the following address information.

Field	Description
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.

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How to Use the Manual

Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

     Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

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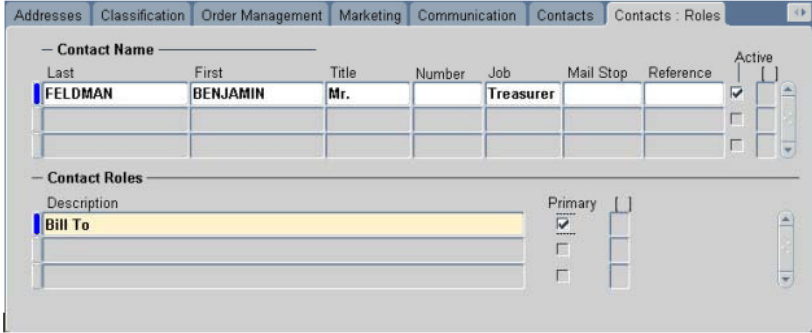
How to Use the Manual

The end of the task will be indicated by **End of Activity.**

Example: Below is a sample completed **Contacts: Roles** region tab.

| Addresses | Classification | Order Management | Marketing | Communication | Contacts | Contacts : Roles |

— Contact Name —

Last	First	Title	Number	Job	Mail Stop	Reference	Active
FELDMAN	BENJAMIN	Mr.		Treasurer			☑
							☐
							☐

— Contact Roles —

Description	Primary
Bill To	☑
	☐
	☐

15. Save your work.

End of activity.

How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary

Lesson Summary

In this lesson you learned how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

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NBRSS Overview

Chapter 3

NIH Business and Research Support System (NBRSS) Overview

Track 2 End User Training

NIH Enterprise IT Systems Architecture
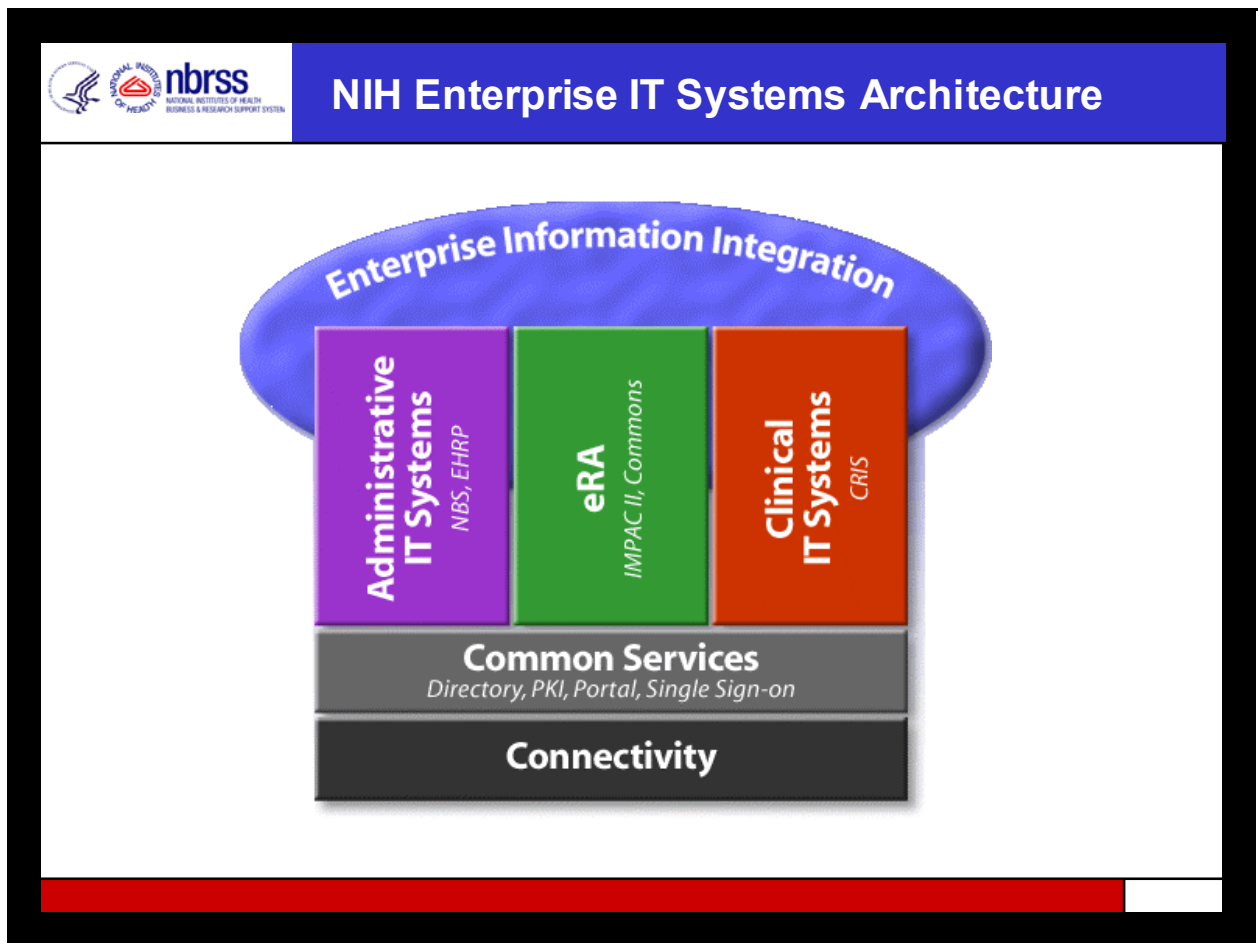
NIH Business System (NBS) – How it all started

- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).

- ADB -- An integrated data base that services most of NIH's administrative and support functions.
  - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
  - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
  - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
  - Processes approximately 150,000 transactions each day.

- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.

- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.

Page 2

NBRSS Project Objectives

NBRSS Project Objectives

NBRSS

- ✓ 2 web-based systems to provide administrative support to NIH's scientific mission
- ✓ Links the NIH accounting structure with administrative and scientific support functions
- ✓ Incorporates industry standard "best practices"

Deployed 9/9/02!

NBS

- ✓ Integrates NIH's core administrative functions
  - ✓ Finance – **Scheduled Deployment 10/1/03**
  - ✓ Travel – **Scheduled Deployment 9/1/03**
  - ✓ Property
  - ✓ Acquisition/Supply
  - ✓ R & D Contracts
  - ✓ Service & Supply Fund
- ✓ Replaces the current Administrative Database (ADB)

EHRP

- ✓ Improves Human Resources and benefits management and planning across DHHS and NIH
- ✓ Modernizes the processing of Human Resources actions
- ✓ Replaced the DHHS Human Resources system (IMPACT)

Page 3

NBRSS Governance Structure

NBRSS Governance Structure

20 NIH Leaders + 1 DHHS Rep.

Administrative Management Systems Steering Committee (AMSSC)

66 Managers & Supervisors

Functional Advisory Committees (NIH IC/OD)

Project Manager Colleen Barros (NBRSS)

IV&V

Represents formal lines of authority:
- Funct. Teams - NBRSS employees reporting to FM
- Tech. Teams - CIT employees reporting to TM
- BearingPoint employees report to SI
- CM - NBRSS employees reporting to Director
- Each, in turn, reports to Project Manager
- Functional Advisory Committee and Resource Team members are IC/OD employees serving on ad hoc basis
- Steering Committee is top policy making body

Functional Managers Leslie Siddeley (NBS) Jan Maltbie (EHRP)

Technical Managers Carol Perrone (CIT) Jack Vinner (CIT)

Systems Integrator Tom Breuer (BearingPoint)

Change Manager Susan Corey (NBRSS)

Change Management Advisory Committee (NIH IC/OD)

Functional Team Members (NBRSS)

Technical Team Members (NBRSS)

Functional, Technical and Change Management Team Members (BearingPoint)

Change Mgmt Team

140 End-users

Resource Teams (NIH IC/OD)

Page 4

NBS - An Integrated System

- Purchasing (Oracle & CompuSearch)
- AP/AR (Oracle)
- Inventory (Oracle)
- Travel (Gelco)
- General Ledger / Budget Execution (Oracle)
- Projects (Oracle)
- Property (Sunflower)
- R&D Contracts (CompuSearch)

Page 5

## NBS – How it Works

➢ Typically, transactions proceed horizontally across several administrative functions.

- Administration uses the NBS to purchase a piece of equipment for a scientist.

- In *real time*, this information automatically transmits to finance to check funds availability; obligate funds; and once the equipment is received, pay the bill.

- Upon receipt this information automatically flows to property to track the equipment.
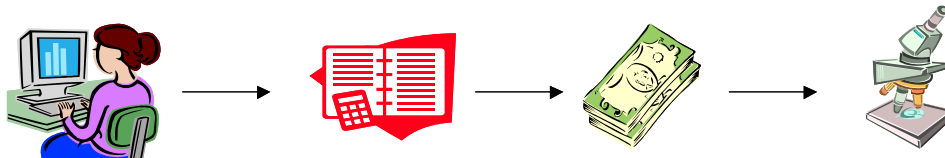
➢ Why an integrated system?

- Eliminates multiple entries;
- Minimizes the potential of errors;
- Provides accurate reports; and
- Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

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Expected Benefits of the NBS

➢ One integrated system, linking each of the major business functions, including human resources;

➢ Better integration and sharing of information within the organization;

➢ Improved managerial control and access to key data; and

➢ Improved financial statements and management reports across NIH, using the new Accounting Classification Structure (ACS).

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Realities of the NBS

➢ NBS replaces a dying system – something had to be done. NBS offers a modern-day feel, but no system is perfect, and the NBS will not solve everything.

➢ NBS is not a proprietary system – we're bound by the software, and customizations are costly.

➢ There will be a phased conversion period, so we will not experience the full functionality and benefits all at once. As pieces of the current system are shut down and the new system is set up, there will be disruption.

➢ The administrative, legal, and regulatory policies outside of the NBS remain.

➢ To reap the full benefits of the NBS, local IC policies and approval levels may need to be reevaluated.

➢ The NBS project is not operating independently – it is influenced by various Department initiatives.

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Track 1 Activities: General Ledger/Budget

➢ NBS General Ledger replaces the CAS as the system of record

➢ New projects (former CANs) are created

➢ Budgets are entered based on the new accounting structure

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Sample Track 2 Activities: Travel

➤ **NBS Travel System**
- Enter, approve, and electronically route travel documents, such as authorizations and vouchers.

➤ **Accounts Payable**
- Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
- Maintain the database of travelers and banking information

➤ **Accounts Receivable**
- Establish a list of sponsors that is referenced by the NBS Travel System
- Track amounts due from and paid by non-federal organizations that sponsor travel

➤ **Cash Management**
- Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable

➤ **General Ledger/Fed Admin**
- Collect data from all financial subledgers
- Record in-kind contributes from sponsors
- Enter manual journal vouchers

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Overview of Supplier Table

Chapter 4

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Overview of Supplier Table

Track 2 End User Training
August 21 - 22, 2003

Lesson Objectives

After this lesson you should know:

- How the Supplier Table is utilized in the NBS

- What information is held in the Supplier Table

- How individual and organization supplier information is entered into the Supplier Table

- How banking information is entered for individuals who receive ACH payments

Page 1

Supplier Table in Oracle

Before a purchase order or AP invoice can be set up, the supplier must be entered into the Supplier Table.

Before an electronic payment can be issued from AP, the supplier's bank information must be entered into the Bank Table.

Population of Supplier Information for Track 2

- The Supplier Table contains information on every entity that will be paid from the NBS.
- This list includes:
  - Individuals
    - Employees
    - Contractors
    - Fellows
    - Patients
    - Council Members
    - Guest Speakers, Interviewees…
  - Companies
    - Impac Government Services (U.S. Bank) for TMC purchases of tickets and TMC service fees
    - Vendors

Supplier Table

Individuals

Companies

Page 3

Population of Supplier Information for Track 2

> If a supplier is to be paid electronically, ACH data is required.

- Most individuals will be required to submit ACH information.
- The exceptions are Bethesda Clinical Center Patients, Baltimore Patients, and foreign travelers.
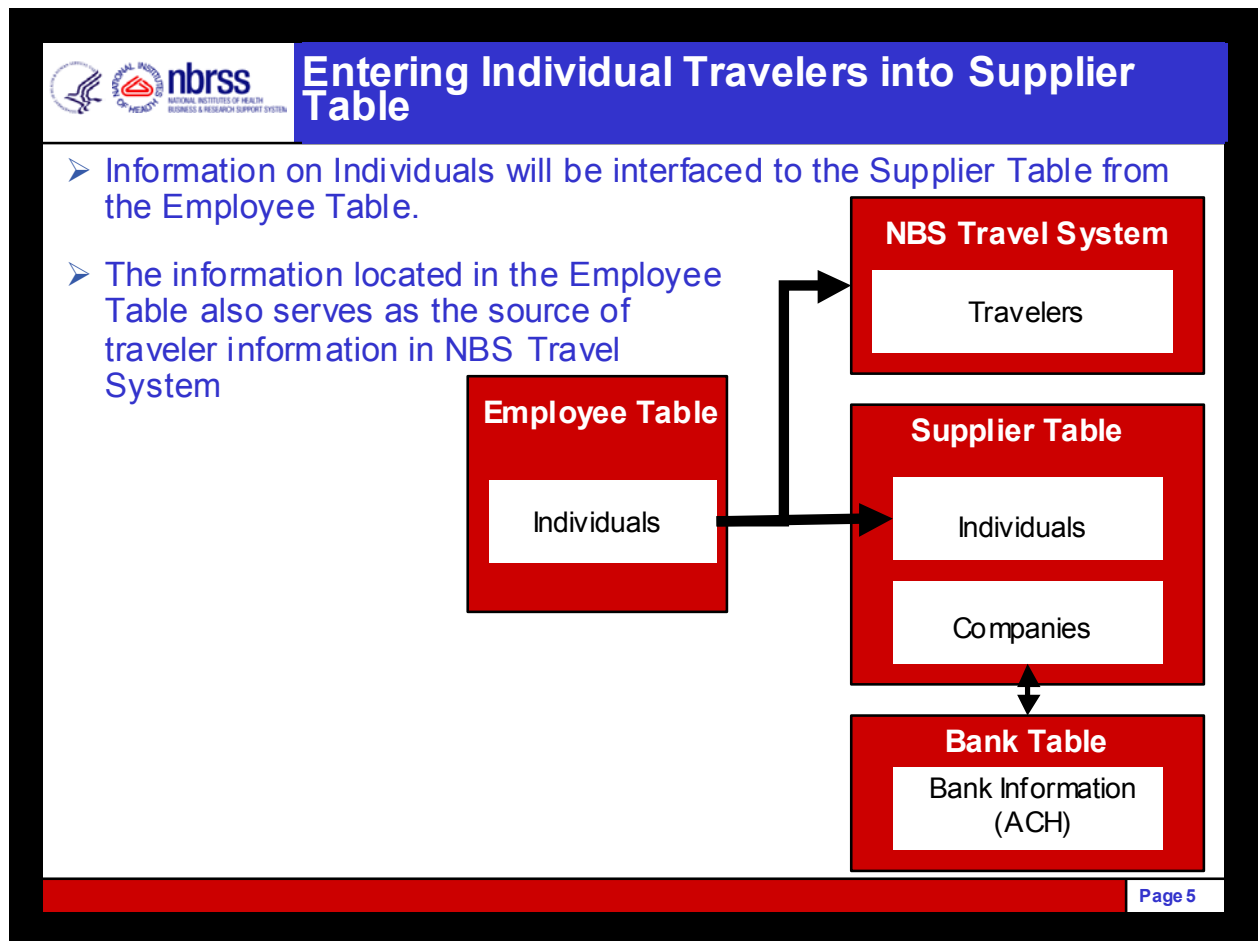
Supplier Table

Individuals

Companies

Bank Table

Bank Information (ACH)

Page 4

Entering Individual Travelers into Supplier Table

Entering Individual Travelers into Supplier Table

NBS Travel System
Travelers

- Information on Individuals will be interfaced to the Supplier Table from the Employee Table.

- The information located in the Employee Table also serves as the source of traveler information in NBS Travel System

Employee Table

Individuals

Supplier Table

Individuals

Companies

Bank Table

Bank Information (ACH)

Page 5

The process that brings information from the Employee Table to the Supplier Table and the NBS Travel System will run every hour.

Entering Individual Travelers into Supplier Table (cont.)

NBS Travel System

Travelers

Employee Table

Individuals

Supplier Table

Individuals

Companies

HRDB

NED

Bank Table

Bank Information (ACH)

Page 6
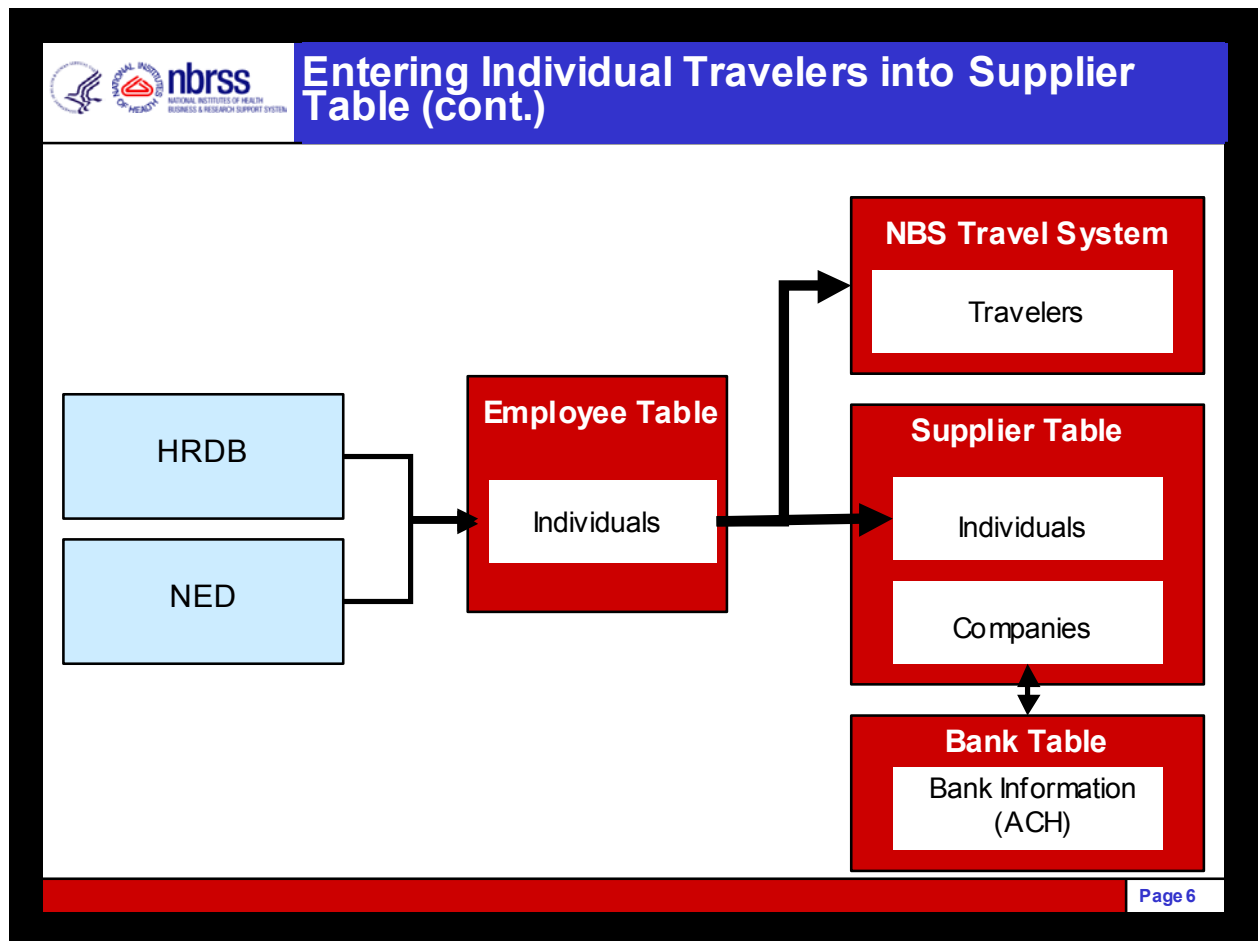
Information for individuals will be interfaced from HRDB (Human Resources Database) and NED (NIH Enterprise Directory) into the Employee Table.

The process that transfers records from NED to the Employee Table will run on a nightly basis. The process that transfers records from HRDB to the Employee Table will run every two weeks.

Individuals who are not located in either of those two systems will be entered directly into the Employee Table.

Population of the Bank Information

Population of the Bank Information

➢ ACH Information for travelers existing in the ADB will be transferred to the NBS.

NBS Travel System
Travelers

HRDB

NED

Employee Table
Individuals

Supplier Table
Individuals

Companies

ADB

Bank Table
Bank Information (ACH)
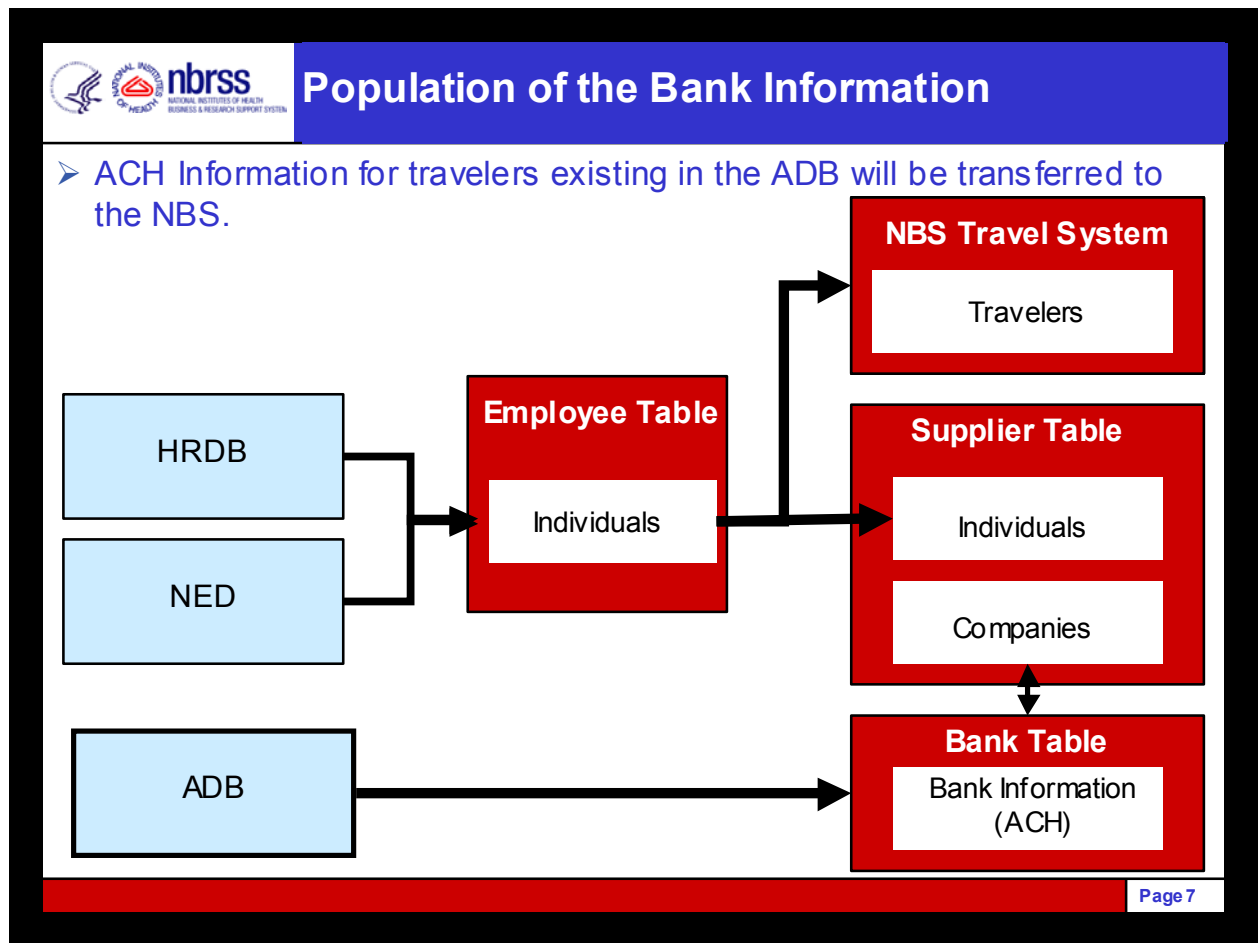
The process that transfers ACH information from the ADB to the NBS Bank Table will run on a nightly basis.

ACH information for new travelers who wish to be paid electronically and are not located in the ADB must be entered into the NBS manually.

Traveler Entry into Oracle HR

	Bethesda Clinical Center Patients	Baltimore Patients	Phoenix Patients	Non-NIH Affiliated Travelers
EIN Prefix	CP	BP	PP	NN
Entry Method	➤ Clinical Center Enters ➤ OFM Reviews	➤ Baltimore Requests ➤ OFM Approves or Rejects	➤ Phoenix Requests ➤ OFM Approves or Rejects	➤ IC Requests ➤ OFM Approves or Rejects
ACH	NO	As needed	Yes	As Needed

Page 8

Four types of individuals will not be interfaced from NED or the HRDB:

- Bethesda Clinical Center Patients (CP)
- Baltimore Patients (BP)
- Phoenix Patients (PP)
- Non-NIH Affiliated Travelers (NN)

Government Accounting will approve the entry of the following travelers prior to the creation of the supplier record:

- Baltimore Patients
- Phoenix Patients
- Non-NIH Affiliated Travelers.

Clinical Center staff will enter the Bethesda Clinical Center Patients. OFM will retain oversight of the entry.

ACH entry is not allowed on Bethesda Clinical Center Patients.

Clinical Center Patient Entry Process
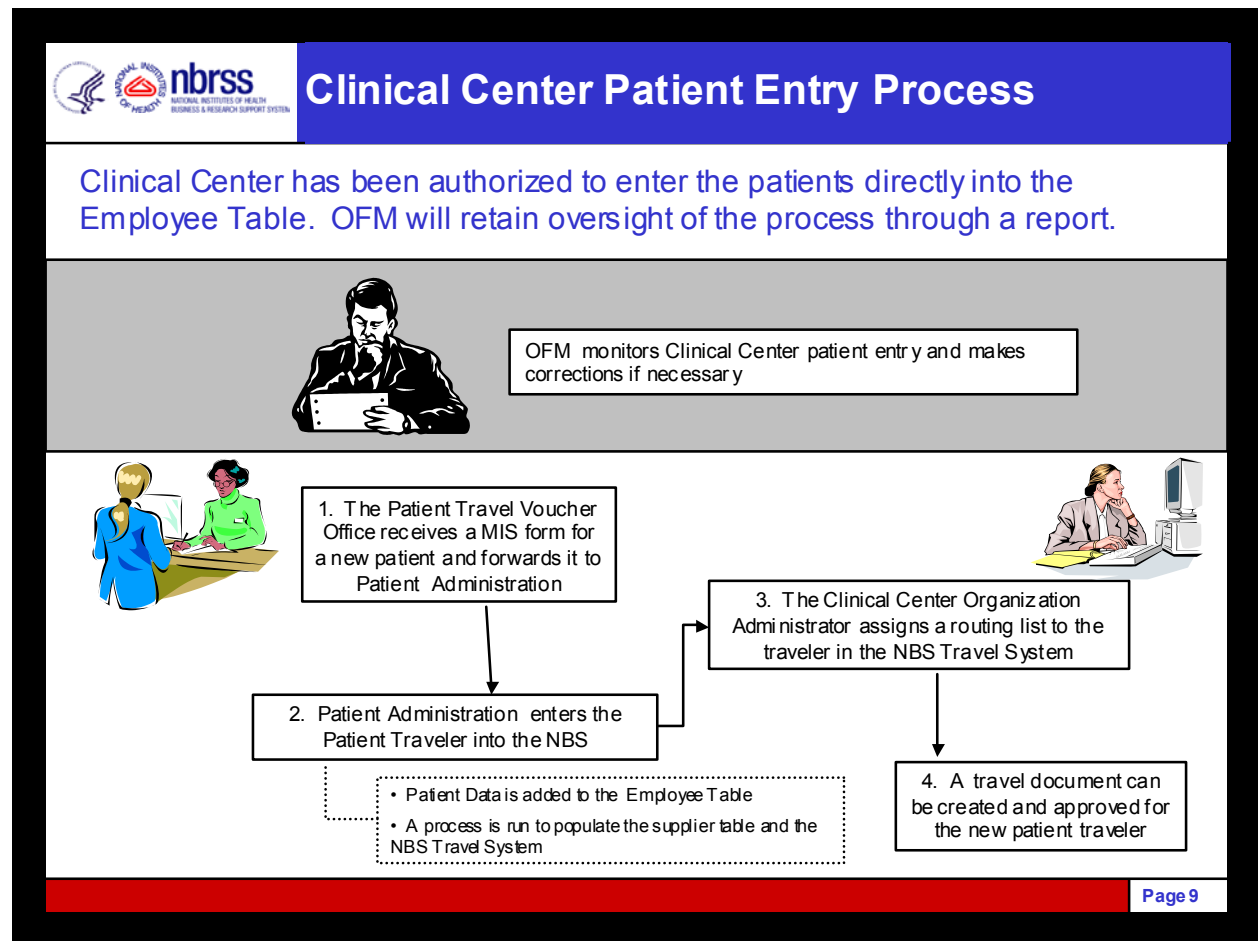
The Clinical Center in Bethesda is responsible for entering new patients that travel to the Clinical Center into the Employee Table.

A process will run every hour to send new traveler information to the NBS Travel System and the Supplier Table.

The Clinical Center Organization Administrator is responsible for setting up the traveler profiles for the newly added patient travelers.

OFM is responsible for general oversight of the Clinical Center's record entry to ensure that they are following entry guidelines.

OFM Oversight of Clinical Center Entry

OFM monitors Clinical Center patient activity and makes corrections if necessary

➢ OFM retains oversight responsibilities for Clinical Center patient entry.

➢ OFM Government Accounting Office runs a report to view all entries made by Clinical Center to review for accuracy.

➢ If the Clinical Center requires a change to a patient's SSN or name, the Clinical Center must request the change from OFM.

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Option 3: Oracle Extension

New Traveler Addition Request Process

IC Enters Request

- Designated person within the IC receives request
- Requestor enters request
- Requestor updates the request

OFM Government Accounting Processes Request

1. Access request
2. Review request
3. Approve or Reject the request
4. Move request

Traveler Added to Supplier and Traveler Tables

Approved

Rejected
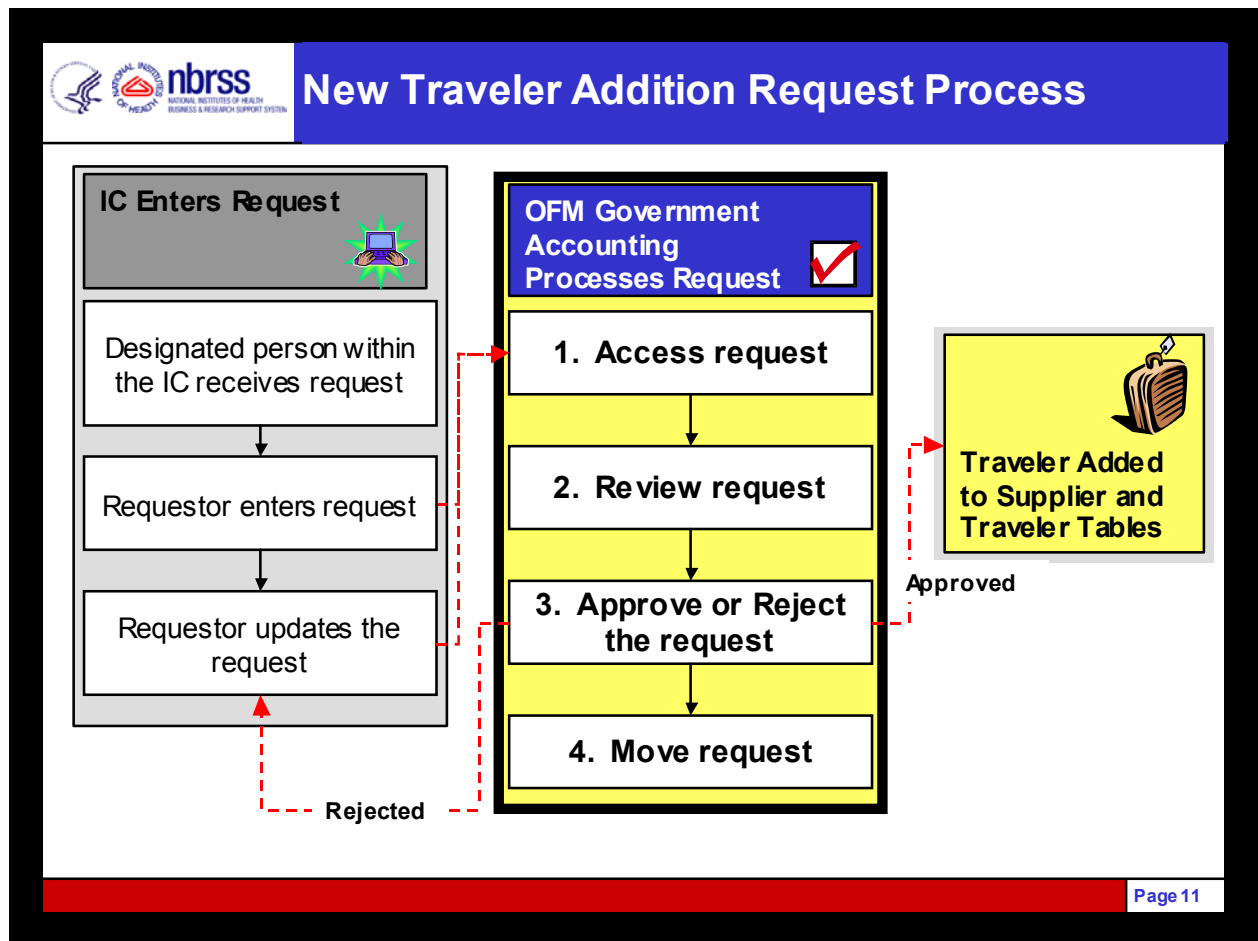
This process is similar to the current EIN request process.

This process will be used when adding Baltimore Patients, Phoenix Patients and Non-NIH Affiliated Travelers to the NBS.

OFM will receive the request via email to a central mailbox.

OFM retains control over the record. The record will not proceed to the supplier table or to the NBS Travel System until OFM approves the request.

NBS ACH Source and Manual Entry Process

NBS ACH Source and Manual Entry Process

➤ The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

➤ Entry Process

- IC faxes ACH Request form to Government Accounting
- Government Accounting reviews request for completeness
- Government Accounting enters ACH information

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Lesson Summary

In this lesson, you learned:

- How the Supplier Table is utilized in the NBS

- What information is held in the Supplier Table

- How individual and organization supplier information is entered into the Supplier Table

- How banking information is entered for individuals who receive ACH payments

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Maintain Supplier Bank Information

Chapter 5

Maintain Supplier Bank Information

Track 2 End User Training
August 28, 2003

Lesson Objectives

After this lesson you should know how to:

- Enter bank information for a supplier

- Update banking information for a supplier

Page 1

Bank Information and the Supplier Table

Bank Information and the Supplier Table

- Bank Information is entered into the Bank Table.
- Bank Information is "linked" to the supplier records in the Supplier Table.

Supplier Table

Individuals

Companies

Bank Table

Bank Information (ACH)

ADB

Page 2

Review of NIH ACH Entry Process

Review of NIH ACH Entry Process

IC Enters Request

Individual/Organization completes ACH Vendor/Miscellaneous Payment Enrollment Form

IC faxes form to Government Accounting

NIH Payables Manual Vendor Entry User Ensures Supplier Entry

Searches ADB and NBS for Supplier Record

Determines correct database for entry and notes on the form

Records required information on the form and delivers to the NIH Payables Bank Set Up User

NIH Payables Bank Setup User Processes Request

Review Request

Request Additional Information

Enter Request

File Request

Page 3

The overall process for requesting and entering ACH information for suppliers will remain the same for the NIH Payables Bank Setup User. The NIH Manual Vendor Setup User will have one additional step to take which is to identify the system in which the record should be updated, the ADB or the NBS.

IC faxes ACH Vendor/Miscellaneous Payment Enrollment Form to Government Accounting.

NIH Payables Manual Vendor Entry User checks ADB and NBS to see if the record exists and in which system the information should be entered.

- If the supplier is a Phoenix Patient or Non-NIH Affiliated Traveler, then provide the NIH Payables Bank Set Up User the ACH request form to enter into NBS. Indicate on the form that it is NBS. Also, indicate if bank information has been previously set up for this individual. If so, record the bank name and ABA number

- If supplier does not exist in either system, then wait until the record exists before handing the request to the NIH Payables Bank Setup User.

NIH Payables Bank Setup User

➢ Reviews request for completeness and accuracy

➢ Requests additional information if required

➢ Enters the request in NBS

➢ Files the hard copy request

NBS ACH Source

NBS ACH Source

The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

Page 4

Review Request

- Each request must be reviewed for completeness and accuracy
- Any additional required information should be requested from the vendor
- Note whether the request is an update to existing bank information or a new request
- OFM's requirements remain unchanged

Review Request

Entering Bank Information for a Supplier

After this lesson you should know how to:

➔ **Enter bank information for a supplier**

• Update banking information for a supplier

Page 6

Banks Window

Banks Window

ACH information is entered into NBS through the **Banks** form

Enter Request

Banks (NIH-OU)

Bank

Name	045236999
Alternate Name	
Number	

RFC Identifier

Institution **Bank**

Description

Inactive On

Bank Branch

Name	045236999
Alternate Name	
Number	045236999
Type	ABA

EDI ID Number

EDI Location

EFT Number [ ]

Address

Country	
Address	CONNECTICUT AVE, NW
City	WASHINGTON
Province	

State	DC
County	
Postal Code	20036
Alternate Address	

Transmission Details   Related Banks   Bank Accounts

Click Here to View Bank Accounts

Page 7

Each bank branch is entered into the bank table once. This record is called the header record.

In the bank account section, you may enter multiple accounts. To enter or view the bank accounts for a bank branch, select the **Bank Accounts** button.

When entering ACH information, you should first check to see if the bank branch exists in the NBS.
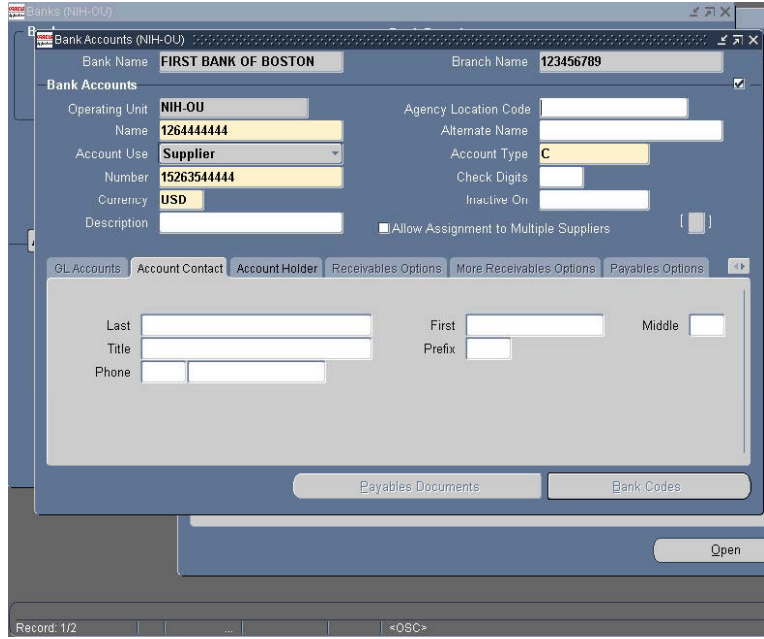
If the bank branch exists in the NBS, select the **Bank Accounts** button to add the account.

If the bank branch does not exist in the NBS, enter the bank branch information and then select the **Bank Accounts** button to enter the account information.

Bank Accounts Window

Bank Accounts Window

Enter Request

➢ Each bank branch may contain multiple accounts

➢ The status bar will display the number of accounts for the bank branch

➢ Use the down arrow on your keyboard to scroll through the accounts

The bank account will be identified by the individual's SSN or the organizations taxpayer ID number.

Entering Supplier Bank Information

NIH Bank Setup User

N > Setup > Payments > Banks

Banks

1. Press the **F11** key.

    Result: The fields display in blue.

2. Enter the routing (ABA) number in the **Bank Branch Name** field.

3. Press **Ctrl + F11** keys.

    Result: The status bar will indicate the results of your search.

If the bank branch exists, goto task #12. Otherwise, goto task #4.

4. Press **F4** to cancel the query mode.

5. Enter the bank name in the **Bank Name** field

6. Tab to the **Bank Branch Name** field and enter the routing (ABA) number.

7. Tab to the **Bank Branch Number** field and enter the routing (ABA) number.

    Note: If this is a U.S.-based bank, enter the American Banking Association nine-digit transit routing number in the **Bank Branch Number** field.

8. Tab to the **Bank Branch Type** field and select the type of branch from the **LOV**.

9. Tab to the **Address** Region and enter the bank address information if given.

    Example: Below is a sample completed **Banks** window.

10. Save your work.

11. Select **Bank Accounts** button.

Result: The **Bank Accounts** window is displayed.

Goto task #14.

12. Select the **Bank Accounts** button.

    Result: The **Bank Accounts** window will be displayed.

13. Click the **New** button on the applications toolbar.

Result: A new **Bank Accounts** form will be displayed.

14. Enter the following information in the **Bank Accounts** block:

Field	Description
Name	Enter the taxpayer ID of the supplier whose account you are entering
Account Use	Select **Supplier** from the drop down menu.
Number	Enter the account number
Currency	Defaults to **USD**. Do not change.
Account Type	Select **C** for checking, **S** for savings from the **LOV**.
Allow Assignment to Multiple Suppliers	Enable the checkbox.

Example: Below is a sample completed **Bank Accounts** region.

15. Select the **Account Holder** tab and enter the following information:

Field	Description
Account Holder	Enter your name. This field should display the person's name who set up the account
Alternate Account Holder	N/A
EFT Requester ID	N/A

Example: Below is a sample **Accounts Holder** region tab.

16. Select the More Folders icon and select **Supplier Assignments**

Note: The **Supplier Assignments** Region is displayed.

17. Use the **LOV** in the **Supplier Name** field to locate the name of the supplier.

Note: The Employee Number is appended to individual's names

Result: The **Supplier Number** will default.

18. Tab to the **Site** field and select the appropriate site.

19. Tab to the **Effective Dates: From** field and select the date on which the bank information will become active.

Note: If entering updated bank information for a supplier, enter *tomorrow's* date in this field.

20. Select the **Primary** checkbox if this is the supplier's primary bank account.

Note: Each supplier must have one primary bank account.

Example: Below is a sample completed **Supplier Assignments** region.

21. Save the record.

End of activity.

Entering ACH Information

<table>
<tr><td colspan="2">**Entering ACH Information**</td></tr>
</table>

➢ Search for the bank branch

➢ Follow the table below to determine your next step:

IF…	THEN …
The bank branch exists,	➢ Select the **Bank Accounts** button ➢ Select the **New** button from the toolbar ➢ Enter the bank account information
The bank branch does not exist,	➢ Enter the bank branch information ➢ Select the **Bank Accounts** button ➢ Enter the bank account information

Complete Lab 1: Entering Supplier Bank Information

Updating Bank Information for a Supplier

After this lesson you should know how to:

• Enter bank information for a supplier

➔ **Update banking information for a supplier**

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Process to Update Supplier Bank Information

Updating Supplier Bank Information is a Two Step Process

Step 1:

End-date existing supplier bank information

Step 2:

Enter new bank information for supplier with an effective date of tomorrow.

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When end-dating the existing bank information, use today's date.

When entering the new bank information, use tomorrow's date on the **Supplier Assignment** region: **Effective Date: From** field.

Updating Existing Bank Information

Updating Existing Bank Information

Before entering updated bank information for a supplier, you must end-date the current primary bank account for the supplier.

| Account Holder | Receivables Options | More Receivables Options | Payables Options | **Supplier Assignments** |

— Supplier —   **— Effective Dates —**

Name	Number	Site	From	To	Primary
ACEIL JOHNSON:001102	10005610	TRAVEL	15-AUG-2002	15-AUG-2003	☑
					☐
					☐
					☐

A date must be entered into this field before entering new bank information for this supplier.

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Updating Existing Bank Information

Updating Existing Bank Information

When entering the new bank information for the Supplier, enter tomorrow's date in the **Effective Dates: From** field.

Account Holder | Receivables Options | More Receivables Options | Payables Options | Supplier Assignments

— Supplier —   — Effective Dates —

Name	Number	Site	From	To	Primary
ACEIL JOHNSON:00110	10005610	TRAVEL	16-AUG-2003		☑
					☐
					☐
					☐

Enter tomorrow's date in this field

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Deactivating Supplier Bank Information in the Bank Table

Purpose

The purpose of this document is to describe how to deactivate a primary bank account for a supplier. This must be done before a new primary bank account can be entered for a supplier.

Prior Activity

Prior to starting this activity, the NIH Payables Manual Vendor Entry User must locate the supplier in the Supplier table and note the Bank Name and Bank Branch Number. In addition, you must have the Supplier's taxpayer ID number available.

NIH Bank Setup User

N > Setup > Payments > Banks

Banks

1. Press the **F11** key.

    Result: The fields are displayed in blue.

2. Enter the routing (ABA) number in the **Bank Branch Name** field.

3. Press **Ctrl + F11** keys.

    Result: The bank account record will be displayed.

4.   Select **Bank Accounts** button.

Result: The **Bank Accounts** window is displayed.

5.   Press the **F11** key.

Result: The fields are displayed in blue.

6. Enter the supplier's taxpayer ID in the **Name** field.

    Example: Below is a sample completed screen.

7.   Press the **Ctrl+F11** keys.

Result: The bank account for that individual is displayed.

8.   Select the More Folders ◄► icon and select **Supplier Assignment**.

Result: The **Supplier Assignment** region is displayed.

9.   In the **Effective Dates: To** field, select today's date from the **LOV**.

Example: Below is a sample completed **Supplier Assignments** region.

10. Save the record.

End of activity.

Complete <u>Lab 2: Updating Existing Supplier Bank Information</u>

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Enter bank information for a supplier

- Modify banking information for a supplier

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Important Dates and Information

Chapter 6

Important Dates and Information

Track 2 End User Training

NBS Track 2 Go-Live

NBS Travel System and Supporting Financial Modules will Go-Live on

September 1, 2003

Page 1

Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:
➢ Download Oracle J-Initiator and
➢ Update your internet browser security settings

Refer to the technical guidance provided on the NBS Technical website:http://nbs.nih.gov/technical.html

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NBS Travel Support Resources

- ➢ **NBS Travel Web links available 24/7**
  - ▪ NBS Oracle Online Help and Reference: http://nbs.nih.gov/training.html
- ➢ **NIH Portal Support**
  - ▪ Phone NIH Help Desk at 6-HELP (301.496.4357)
  - ▪ Portal website address: **http://my.nih.gov**
- ➢ **NBS Customer Support**
  - ▪ Phone: Call 5-NBS7 (301.435.6277)
  - ▪ E-mail: Send e-mail to tasc@NIH.gov
  - ▪ Web Request for Support: Submit to: **http://support.cit.nih.gov**
- ➢ **nVision**
  - ▪ nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
  - ▪ E-mail: Send e-mail to nVisionSupport@nih.gov
  - ▪ Web Site for information: **http://nvision.nih.gov**

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Evaluation

Evaluation

Please take a moment to complete the

on-line training evaluation

Your comments are important to us!

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Good Luck

Good Luck!

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